

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment / Union"**

Position Title: Lead Division Assistant
Position Number: 58106051
Division: Business & Income Taxes
Grade/Salary: 11/\$11.26 - \$13.57/hr DOQ
Training assignment 10/\$10.33 – \$12.43
Type of Employment: Permanent/Full-time
Location: Helena
Union: Yes
Supplement: No
Hiring Supervisor: June McLeod
Closing Date: October 27, 2006

Role Summary and Duties: Proofread, edit, and finalize documents using established work unit guidelines. Compose routine and customized correspondence for assigned process. Prepare customized responses to information requests for appropriate content, language, and format for manager's signature. Reviews work of division support staff for compliance with state law, administrative rules, and department policies and procedures. Assists Management Officer in areas of budget, suggested replies, legal referrals, and the maintenance of appropriate documentation. Coordinates employee placements (temporary, seasonal, permanent); which includes working with managers on new hires; setting up computers, computer security, phones, building security; completing all necessary paperwork for new employees.

Additional Business and Income Taxes specific duties:

- Locate and research files for Income, Withholding, Corp, Natural Resource and Miscellaneous Taxes
- Completing upfront research for auditors, documenting notes on systems and processing returns
- Performs audit functions regarding the validity and accuracy of Income, Wage Base, Corp, Natural Resource and Miscellaneous Taxes
- Enters information into GenTax software
- Works directly with staff to ensure compliance in tax functions for Income, Withholding, Corp, Natural Resource and Miscellaneous Taxes and Accounts Receivable and Collections.
- Assist Management Officer in organization and tracking on the Amicus Legal System appeals

Competencies: Skill and ability to do the following; maintain office equipment and resources, work on multiple tasks, knowledge and skill of word processing, spreadsheet, database, and software applications/programs as pertains to role. Intermediate skill level required in EXCEL and WORD. Ability to provide timely and effective written, oral, and interpersonal communication, knowledge and ability in conflict resolution techniques, knowledge of individual tax types and their relationships within the organization, knowledge and effective application of federal/state statutes, Administrative Rules, state policies and procedures as related to role. Knowledge and ability in analytical techniques and research skills. Ability to think creatively and recommend innovative solutions.

Education and Experience: Competencies and degrees of proficiency are typically acquired through a combination of education and experience equivalent to graduation from high school including coursework in office procedures and business practices, three years of administrative work experience, including two years of experience preparing a variety of reports, records management, and editing and proofing documents. Be prepared to demonstrate intermediate skill level in EXCEL and WORD.

***Training Assignment:** If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at <http://employmontana.com>. Phone: (406) 444-2972 / (406) 444-9831 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application and Selection Process: Possession of required competencies may be measured through an evaluation of some or all of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://employmontana.com>.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Additional Application and Selection Process:

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.